

Hospital Preparedness Planning Group

Meeting Minutes

March 23, 2007

Melanie Tucker called the meeting of the Hospital Preparedness Planning Group to order at 9:09a on 3/23/07.

- I. Sign In**
- II. Introductions:** Everyone introduced themselves to the group around the room.
- III. Minutes from the 3/9/07** were reviewed and accepted with no changes. Melanie reminded the group that, per the minutes, the consensus had been to schedule radio training directly after the 4/27/07 HPG meeting. Also, it was noted that while the information about NIMS training was distributed, Rick Yeats of St. David's asked that it be retracted temporarily. Possibly to be re-opened once they got enough people from in-house without going over capacity.
- IV. EMBED Ready Update:** Still working with Seton for a project manager to get them integrated. A number of their facilities have a bed tracking used internally. They will bring in the new Children's Hospital opening in June with bed availability system on line. St. David's is now up and running.
- V. HAM Radio Update:** Equipment now in, including cables and Terminal Node Controls. Joe is busy building two jump kits. Visited HealthSouth Surgical, and found they needed an antenna. Waiting on an answer from their Facilities department on where to install on the roof. Still need to scheduled Cornerstone's still final cable install.

Pending scheduling HAM. We have the classroom here at CATRAC's offices. Saturdays are preferred; 3 classes to be set for 4 hours each. No cost for license; renewal required every ten years. Joe will email dates for classes as soon as he has the information on available instructors.
- VI. 07 Planning:** Will soon be setting up meetings for spending plans and to review approval form. For some facilities the discussion will be regarding slimming and prioritizing their plan.
 - **LOAs and MOUs:** Michelle Fillman read the names of hospitals which hadn't turned in their Letters of Agreement and/or Memorandums of Understanding: Cornerstone at St. David's, Cornerstone of Austin, Seton Northwest and Texas Neurorehab.
 - **Monthly Hospital reports:** Tara Lowe read the names of hospitals which had not turned in expenditure plans, project approval forms, etc.

She also mentioned the names of hospitals that hadn't sent in Monthly Hospital Questionnaires for February. They should be sent to her electronically at catracad@grandecom.net.

- VII. Advanced HazMat Life Support Course:** This course is for nurses, paramedics and physicians. It is currently scheduled for 4/12-13. This course is paid for in full, including books, and will be held at 4201 Ed Bluestein (Austin EMS Training Academy). A flier will be sent via email; it is not a required course. There is room for 25 participants. Pre-requisite: basic medical care knowledge.
- VIII. Ambulance Strike Team Leader Course:** TEEXS is willing to provide this course. Scheduled for 4/3-4/4. This is a Beta course, walking through the California curriculum model. The aim is to pull out things not applicable to Texas, and add the components specific to Texas. There will be a typing model based on NIMS for ambulance strike teams with four units per team and one command vehicle. The optimal goal is to have the strike teams in place by June, for response and mutual aid.
- IX. Regional Operational Issues Discussion:** Question from Danielle ... of DSHS: *Does this group function the same way HOTRAC does in a mock setting?* Melanie's response: Here, CTECC becomes the regional operations center. Medical command is together at one large table. Also in the room are DDC and law enforcement, AISD busses and Capital Metro, as well as weather and airport security representatives, etc.
- X. CATRAC Education program:** Tara Lowe read the listing of dates for confirmed classes.

- ACLS @ Llano 5/19-20, and Luling 8/27-28
- PALS @ Heart Hospital 8/20-21, and Johns Community Hospital 6/14-15.
- BTLS @ Lockhart 4/19-20, Fayette County 6/23-24, and Burnet EMS 7/14-15
- ENPC @ Georgetown Hospital 8/14-15
- TNCC @ Westlake 4/24-25, and Smithville 8/28-29.

CATRAC will send out a packet with registration forms and schedules.

XI. Committee Chair Reports:

- **Pan Flu:** Heidi Erwin read the names of hospitals she'd received information from already. Those not mentioned in her list should send to her. Will have information compiled by next meeting.

- **Chemical:** Christy Knapp has gotten no responses on her survey from the end of last month. Will send out template again electronically. Doing literature research currently.
- **Weather:** Albie Shaffer emailed template to Fred Jackson(?). Anticipating making final modifications at committee group this week, and have ready for final submission at the next HPG meeting. The objective of this was to set minimal standards and guidelines.
- **Explosives:** Gilbert Gonzalez was supposed to email out a PPT presentation, not out yet. Melanie had also given Gilbert the contact information for bomb squad; she had spoken with them previously. They are willing to do free teaching to the region in 1 hour modules, depending on time available and depth of training desired. Michelle Fillman will follow up with Gilbert on the powerpoint presentation.

XII. Committee Meetings: At this time, the group broke out into their respective committees to meet until 11:00a.